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Approved For Release 2008/06/02 : CIA-RDP83-00156R000600010019-1

ROUTING AND RECORD SHEET

SUBJECT: (Optional) Compressed Work Schedule for the Text Preparation Branch,
Publications & Presentations Group, Office of Current
Operations

FROM: Richard J. Kerr Director of Current Operations		EXTENSION	NO. PERS 79-6865 STAT
TO: (Officer designation, room number, and building)		DATE	DD/A REGISTRY
		OFFICER'S INITIALS	FILE Personnel
		RECEIVED	FORWARDED
1. C/NFAC Admin Staff			
2. NFAC Registry			
3. DD/NFAC	12/3/79		
4. D/NFAC			
5.			
6. D/Personnel	19 DEC 1979		
7.			
8. D/Finance			
9.			
10. DD/A			
11.			
12. D/OCO Attn: AC/PPG			
13.			
14.			
15.			

To 8: For concurrence

STAT

To 10: Recommend that you concur in this request as it is in compliance with the provisions Experimental Flexible and Compressed Work Schedules). It is recommended that the following be added to your approval line:

This request is approved with the understanding that a one-half hour meal period must be added to the 10-hour workday. It is further understood that the Office of Personnel will require an assessment report upon completion of the experiment on 1 January 1981.

Harry E. Fitzwater

Harry E. Fitzwater

FORM 3-62

610

USE PREVIOUS EDITIONS



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FILED 79 6865
26 NOV 1979

6484-79

MEMORANDUM FOR: Deputy Director for Administration

VIA : Chief, Administrative Staff, NFAC

FROM : Richard J. Kerr
Director of Current Operations

SUBJECT : Compressed Work Schedule for the Text
Preparation Branch, Publications &
Presentations Group, Office of
Current Operations

DD/A Registry

79-2222/12

1. Action Requested: Your approval of a compressed work schedule for night shift employees of the Text Preparation Branch of the Publications & Presentations Group.

2. Background: The Text Preparation Branch is charged with providing coverage to meet NFAC publishing requirements five days a week, 24 hours a day, and 12 hours on Sunday. The Branch currently meets these requirements by working three eight-hour shifts Monday through Friday and one eight-hour shift on Sunday which is augmented by an average of 12 hours overtime.

3. To maximize available manpower and to reduce the problems involved in staffing two separate night shifts, I request that the Text Preparation Branch be permitted to establish a single ten-hour shift, six nights per week. Sixteen employees would work four ten-hour shifts each week, allowing better coverage on crucial production nights and more uniform coverage on Sunday and Friday nights both of which now have inadequate coverage. Other advantages include the elimination of the routine use of 24 hours of overtime each pay period and better use of production supervisors.

4. If approved, this change will become effective on 2 January 1980. This experiment with compressed work schedules will end in one year, 1 January 1981.

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5. Recommendation: That you approve the proposed compressed work schedule for the night shift employees of the Text Preparation Branch.

Richard J. Kerr

CONCUR:

Director, National Foreign Assessment Center

3 Dec 79
Date

Director of Personnel

12-19-79
Date

Director of Finance

26 Dec 1979
Date

APPROVED: Deputy Director for Administration

12/27/79
Date

DISAPPROVED: Deputy Director for Administration

Date

* This request is approved with the understanding that a one-half hour meal period must be added to the 10-hour workday. It is further understood that the Office of Personnel will require an assessment report upon completion of the experiment on 1 January 1981

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SUBJECT: Compressed Work Schedule for the Text Preparation
Branch, Publications & Presentations Group, Office
of Current Operations

Distribution:

Original - Addressee (to be returned to AC/PPG)

- 1 - DDA ✓
- 1 - D/NFAC
- 1 - DD/NFAC
- 1 - NFAC Registry
- 1 - D/OP
- 1 - D/OF
- 1 - C/NFAC/AS
- 1 - D/OCO
- 1 - C/TPB/PPG
- 2 - PPG Chrono

STAT AC/PPG, (23Nov79)

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